

HOST EMPLOYER GUIDE



Thank you for your interest in becoming a Host Employer with the Mayor's Youth Employment Program (MYEP). The information provided in this guide is intended to convey the specific processes, considerations, and expectations for becoming a MYEP Host Employer. After reviewing the information detailed in this guide, please feel free to connect with a member of the MYEP team should you have any additional questions or concerns.

MAYOR'S YOUTH EMPLOYMENT PROGRAM

Since 1986, the Mayor's Youth Employment Program (MYEP) has worked to prepare Charlotte's youth for future employment. The program focuses on leveraging relationships with Charlotte-area businesses, organizations, and the community to provide meaningful, career-oriented internships and job placements for participants.

MYEP MISSION:

To provide all Charlotte youth with equitable career development opportunities to explore the world of work, build social capital, and enhance economic mobility.

MYEP VISION:

MYEP participants explore careers, hone skills, and gain exposure to models of professionalism, creating pathways to attainable career goals. As youth achieve, our community is strengthened.

Through partnerships in the private, public, and non-profit sectors of Charlotte's economy, the MYEP provides highly impactful career experiences for MYEP participants. MYEP partners who provide summer internship and job experiences to MYEP applicants are known as MYEP Host Employers. For purposes of the MYEP program, the definitions of an internship and a job placement are as follows:

INTERNSHIP: *An internship is a career development experience where a student participates in the daily operations of a work environment related to a student's career interest. It integrates knowledge and theory learned in the classroom with an emphasis on meaningful on the job training.*

JOB PLACEMENT: *A job is work experience that consists of defined duties, responsibilities, and tasks. While it does provide a student an opportunity to acquire transferable skills, a job is primarily to fill an employer's need for the completion of a set series of tasks.*

Through these work-based experiences, youth are better positioned to develop career goals, are more likely to remain enrolled in school, achieve academically, and enhance social skills that enable them to succeed in life.

The 2019 MYEP Internship & Job Placement Cycle will occur from Monday, June 17 through Friday, August 9, 2019.

All MYEP internship and job positions must be within Mecklenburg County.

MYEP PROSPECTIVE STUDENTS

MYEP students are high school students (*or will have just graduated*). The minimum age of a MYEP participant is 16 years old (*students must be 16 on or before April 15th, 2019*).

Prospective MYEP participants must complete the following steps prior to being considered for placement:

1. Attend a Job & Career Readiness Training
2. Submit a MYEP application, including a resume, written component, and professional references
3. Complete a MYEP interview
4. Complete a background check and drug screening (*to be completed no sooner than 60 days prior to the start date of the program, unless otherwise specified by the employer*)

MYEP staff review all application materials prior to admitting or assigning students to the program or a host employer.

Student Work Hours & Compensation

Eligible MYEP participants will be assigned to a host employer for the summer of 2019. Students are expected to work for six weeks within an 8-week window from Monday, June 17, 2019, through Friday, August 9, 2019. Host employers will coordinate the summer work schedule in collaboration with any assigned student(s). Students are expected to work a minimum of 150 hours over the course of the program (averaging 25 hours a week for the 6-week placement).

Host employers are responsible for ensuring the proper documentation of hours worked, as well as providing compensation for any assigned MYEP participant. The minimum rate a host employer must agree to pay each assigned MYEP student is \$9/hour. As a result, the total financial commitment for each assigned student is \$1,350 (150 hours x \$9.00 = \$1,350). Please note: this amount does not include any payroll taxes for which the host employer will be responsible.

Students are to be paid through the host employer's payroll as an employee. The MYEP will not pay students directly.

Note for Non-Profit Employers: The MYEP receives limited grant funding to subsidize non-profit positions. On the Host Employer application, a non-profit may indicate it wishes to request a subsidy for their student position(s). The MYEP will assess requests on a rolling basis.

For non-profit positions the MYEP agrees to subsidize, the non-profit will invoice the City of Charlotte at rate of \$1,350 per student. The City of Charlotte will then remit the full amount from which the non-profit will pay the student according to the entity's payroll. Any unused funds must be returned to the City of Charlotte as stated in the contract.

BECOMING A HOST EMPLOYER

There are three primary steps to becoming a MYEP Host Employer.

Step I: Complete a Host Employer Application by February 15, 2019

The MYEP Host Employer Application can be accessed at: bit.ly/MYEPHE2019

The MYEP Host Employer Application must be submitted online by February 15, 2019.

The MYEP team will use the Host Employer Application as a resource when working to match students to host employers, so the more detail that is provided pertaining to company specifications, position requirements, and qualifications sought, the better the match.

**All special requests and considerations must be made in writing on the Host Employer Application (e.g. age requirements, specific computer skills, multilingual ability, etc.).*

Step II: Submit Certificate of Liability to MYEP

MYEP Host Employers must provide a Certificate of Liability Insurance, which can be obtained from the insurance provider. The Certificate must:

- a. Name the City of Charlotte as the "Certificate Holder"
- b. Show that coverage encompasses the entire term of the MYEP dates (June 17 – August 9, 2019)
- c. Show that the type and amount of coverage is in accordance with NC Statutes, and at minimum, is in accordance with what is listed for the MYEP Host Employer Insurance Requirements (attached).

Step III: Complete Host Employer Contract by March 15, 2019

Once a Host Employer Application and Certificate of Liability have been submitted, a Host Employer Contract will be drafted and sent for signatures to the prospective Host Employer. Upon request, a template contract will be provided to a host employer applicant in order to detail the terms of becoming a Host Employer.

The contract must be signed and returned to the MYEP office by March 15, 2019.

In summary, the main requirements outlined in the contract are as follows.

The Employer must:

1. Supervise MYEP youth in compliance with all federal, state, and local child labor laws and the policies stated within the contract.
2. Have and maintain minimum insurance requirements through the period of the MYEP work experience as specified in the contract.
3. Have MYEP youth on their payroll, and pay according to their regular payroll schedule.
4. Comply with the criminal background check provision detailed in the contract.
5. Pay MYEP youth at a minimum rate of \$9/hour.
6. Provide an opportunity for MYEP youth to work a minimum of 150 hours within the 8-week MYEP date range.
7. Maintain accurate records for MYEP youth attendance and hours worked.
8. Not discriminate on the basis of race, color, gender, religion, national origin, ethnicity, age, marital status, familial status, sexual orientation, gender identity, gender expression, or disability.
9. Ensure that MYEP youth will not be left alone with an adult while fulfilling work duties; at least two adults must be present with MYEP youth at the worksite and/or during the completion of work duties.
10. Provide a worksite and working conditions that are in compliance with all applicable federal, state, and local laws, codes, and standards.
11. Worksite must not be a home-based business.

12. Collect emergency contact information for MYEP youth and make information available to all staff working with participants.
13. Submit an incident report to MYEP staff within 24 hours of any accidents or injury involving MYEP youth.
14. Provide MYEP youth clear worksite expectations, policies, dress code, and duties.
15. Provide work-specific training, tools, and equipment necessary for MYEP youth to effectively carry out their duties.
16. Provide protocol and contact information for MYEP youth if they need to miss work due to an emergency or illness.
17. Permit MYEP staff, MYEP contractors, and/or MYEP representatives to conduct site visits during the summer work experience and participate in evaluations of MYEP youth.
18. Promptly notify MYEP staff of MYEP youth no-shows for work, withdrawals from the program, performance issues or other concerns.
19. Employer may terminate MYEP youth from employment if the youth's work conduct is unsatisfactory, but must first communicate with MYEP staff.
20. Notify MYEP staff if employer offers additional hours to MYEP youth or makes an offer for permanent employment.
21. Provide the City with a final report. The report must indicate the total number of hours completed and total amount of compensation dispersed per MYEP participant.

Once the MYEP has a signed contract agreement (by March 15, 2019), we will work to place students with you that match any requirements outlined in your host employer application.

MYEP students and host employers will be notified of assigned placements on Friday, April 12th, 2019. After that date, students and host employers are free to begin coordinating work schedules as well as conduct any necessary onboarding processes (e.g. adding student(s) to payroll, I-9 Employment Eligibility Verification, E-Verify, etc.).

IMPORTANT CONSIDERATIONS

The MYEP team works as diligently as possible to ensure the best placement outcomes for all students and host employers. We do ask for patience and flexibility over the course of the placement process, as various factors may influence the final placement of students.

Please be aware that students may opt out of the program, even after they have been placed. Further, placements are contingent upon a background check and drug screen. If a student does not complete this final step or if they do not pass each screening, they will no longer be eligible for a MYEP opportunity.

If either of these situations occurs with a student who has already placed, the host employer will be notified of a new MYEP student placement as soon as possible.

MYEP Host Employer Insurance Requirements

Please ask your insurance provider to provide the City of Charlotte with a "Certificate of Liability Insurance," naming the City of Charlotte (600 East Trade St., Charlotte, NC 28202) as the Certificate Holder and showing the minimum limits specified below:

Coverage	Definition	Minimum Limits	Other Requirements
General Liability	Coverage is required for general business operations of the Employer for bodily injury and property damage to others.	\$1,000,000	The City of Charlotte must be named as an Additional Insured for this coverage.
Automobile Liability	<ol style="list-style-type: none"> Coverage is required if Employer owns, leases, or hires commercial vehicle(s) and is either driving onto City property, using vehicle for City business, <u>or transporting City clients (includes MYEP students)</u>. Coverage is required if Employer will require MYEP students to use their personal vehicle for work purposes/assignments. 	<p>\$1,000,000</p> <p>Exemption: If Employer does not own, lease, or hire commercial vehicle(s), and is not driving onto City property, using vehicle for City business, transporting City clients/MYEP students, or requiring MYEP students to use their personal vehicle for work purposes/assignments, Employer must enclose letter of verification as a substitute for this insurance provision.</p>	<p>Coverage should show 'Any Auto' or 'All Owned Autos, Hired Autos, and Non-Owned Autos'.</p> <p>If Employer meets Definition 1, automobile liability must be provided at a limit of not less than \$1,000,000 per accident, combined single limit, each occurrence, for bodily injury and property damage liability.</p> <p>If Employer meets Definition 2, Employer must provide automobile liability coverage at a limit of not less than \$1,000,000 hired/non-owned auto liability.</p>
Workers' Compensation including Employer's Liability	Covers Employer for injury to their employees (including MYEP students).	<p>Workers' Compensation statutory limits as required by the State of North Carolina and Employer's Liability at minimum limits of \$100,000 (per employee)/\$100,000 (per incident)/\$300,000 (per policy).</p> <p>Exemption: If Employer is a sole proprietor who employs only themselves or employs themselves and 1 other person, they must enclose letter of verification as a substitute to this insurance provision.</p>	Certificate must indicate the States where coverage is applicable if the Employer also has employees outside of North Carolina.
Employee Dishonesty (Fidelity Bond)	Only required for contracts with Employers using funds provided by the City (for example, funds from the City to subsidize payment to MYEP students).	Limits are at minimum the amount of funds provided by the City.	Coverage must have Joint Loss Payable (CR 20 15 08 07) endorsement to the policy. The Joint Loss endorsement requires claims to be paid to the City directly.